

Doyensys Code of Conduct



Policy

Our Employee Code of Conduct company policy outlines our expectations regarding employees' behaviour towards their colleagues, supervisors, and overall organization.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes, and disrupting our workplace. We expect them to foster a well-organized, respectful, collaborative environment.

Scope

This policy applies to all our employees regardless of employment agreement or rank.

Policy elements



Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

a. Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety, and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

b. Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment, or victimization. Employees should confirm our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

c. Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees

- Shouldn't misuse company equipment or use it vainly.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports, etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. Laptop) from damage and vandalism, whenever possible.

Professionalism



All employees must show integrity and professionalism in the workplace:

a. Personal appearance

All employees must follow our dress code and personal appearance guidelines to suit the professional working environment. Refer dress code policy for more details:

b. Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

c. Job duties and authority

All employees should fulfil their job duties with integrity and respect toward customers, stakeholders, and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competencies and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and promptly.

Employee Responsibilities and Conduct Guidelines



a. Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

b. Conflict of interest

We expect employees to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties.

c. Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

d. Communication

All employees must be open to communication with their colleagues, supervisors, or team members.

e. Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions, or other benefits our company offers.

f. Policies

All employees should read and follow our company policies. They should ask their managers or Human Resources (HR) department if they have any questions.

Grievance Redressal



Grievance handling is one of the important ones in any organization. All the grievances are handled confidentially.

- **Policy:** All the policies are available in the internal application. All the employees have access to it and they can get it clarified based on the individual's needs.
- **Your Voice:** It is a feature that is applicable in the internal application. Employees can share confidential information directly with the CEO by mentioning their name or by anonyms. The access is directly controlled only by the CEO.
- **Employee Relation:** Doyensys have a specific HR person to take care of employee relations. All the grievances are addressed by them with the guidance of the HR Head.

Diversity, Equity, & Inclusion



Doyensys encourages active programs and policies to promote the representation, acknowledgment, and participation of people of different backgrounds, races, gender, sexual orientation, ethnicity, age, ability, and religion.

- **Equity:** We ensure equal opportunity for all. We have created fair access to opportunities and advancement by recognizing and minimizing the barriers some face in the workplace.

- **Unbiased Hiring** – The recruitment is purely on a merit basis. No preference is given to anyone related to caste, religion, employee's relatives, any specific geographical locations, etc.
- **Fair workplace** – Special or Demoralized treatment is not done at the workplace. There is no hierarchy.
- **Inclusion:** Doyensys creates the opportunity for team members and employees to feel a genuine sense of belonging and value within a workplace.

Women Employee Safety

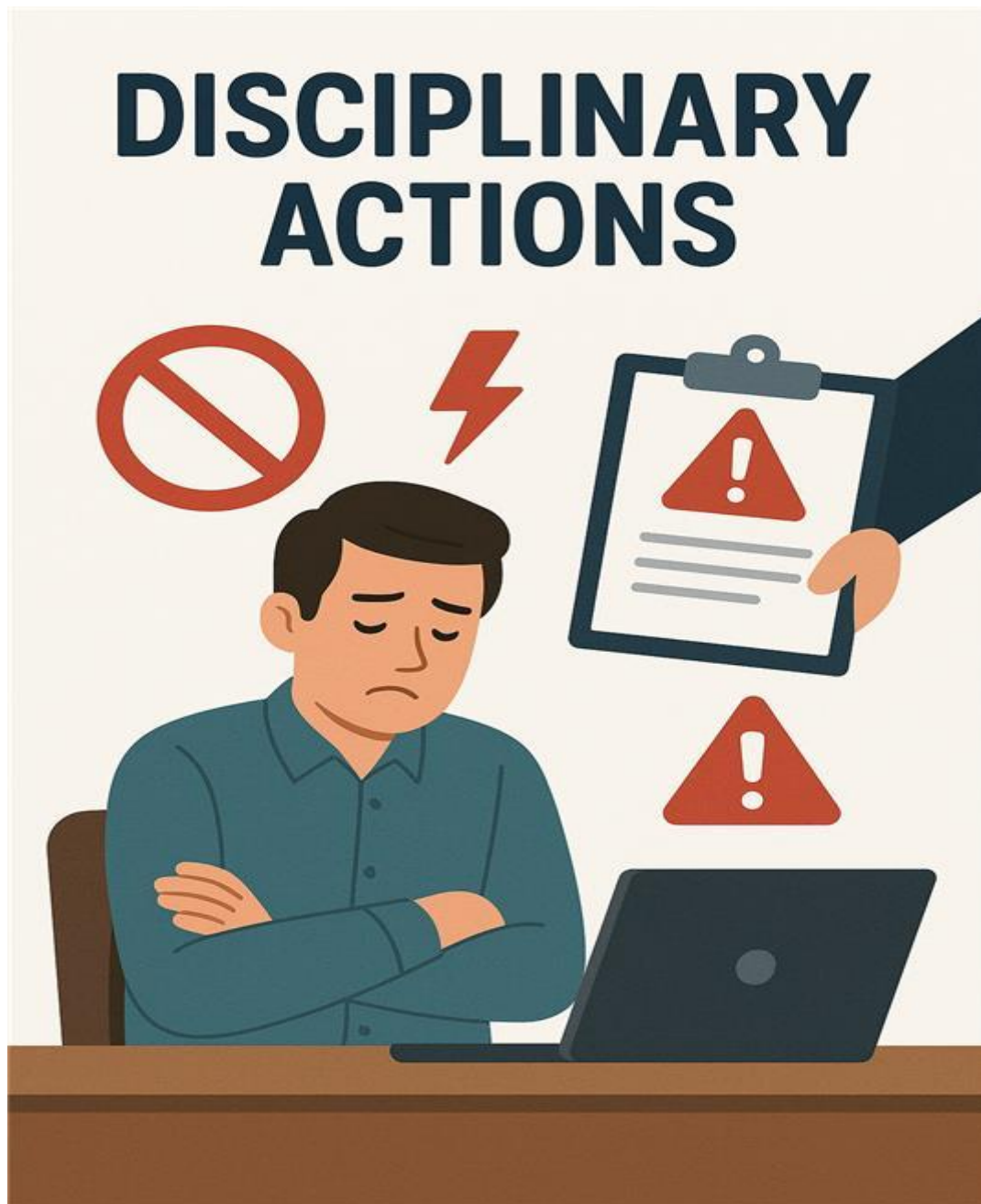


Aside from team performance, the human element is just as important to consider. Employees deserve to be treated with respect and care. They should also feel comfortable and safe in the workplace.

Doyensys ensures sensitization and brings positive change towards women employees and ensures a safe work environment.

- **DASHI** – Doyensys Anti Sexual Harassment Initiative. Refer to the DASHI policy for more details.
- **Mahila Manzil** – Doyensys internal committee for women employees. Monthly meetings for all women employees to address and identify their needs and flexibility towards the work. Women Leaders will share their experience to manage both family and work.
- As per the VISAKA guidelines of the POSH Act, Women employees are also members of the ICC (Internal Complaint Committee).

Disciplinary actions



Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, fraud, or other unlawful behaviour. The template is meant to provide general guidelines and should be used as a reference.

The attraction of legal action is depending on the severity of the issue with proper approval from the Management.